

## **Time-Off Award (TOA)**

### **PURPOSE**

To recognize significant contributions/accomplishments toward fulfilling the Air Force Mission. TOAs may be granted as **stand alone awards or in combination with monetary awards (i.e., NAA, SSPA or SAS).**

When granting combination awards, the guidance pertaining to the monetary award with which the TOA is being combined takes precedence.

### **AWARD**

A Certificate of Achievement (USAFE Form 221) **to be prepared by the nominating office** and granting of 1-10 days time off without charging annual leave. Employees may receive several TOAs during a calendar year (CY), but total time off will not exceed 10 days per year. Time off for an award is to be granted in whole day increments only.

### **ELIGIBILITY**

A TOA may be given to any Non-US employee that has demonstrated significant contributions/accomplishments not normally expected within the scope of the job being performed. The significance and value of the accomplishment will determine the amount of time off given.

### **APPROVING AUTHORITY**

TOAs of up to one (1) day may be granted by the first line supervisor directly. More than one (1) day requires Squadron Commander, more than five (5) days Group Commander approval. These approval levels are to be observed for individual TOAs as well as any combination of TOAs over the CY, i.e., the immediate supervisor can for example approve one-day award a year, the second will need Squadron level approval.

### **PROCEDURE**

#### ***First-Level supervisor:***

- Submits nomination memorandum and a written justification addressing employee accomplishments.
- Sets the number of days to be granted as an award.
- Prepares the certificate (USAFE Form 221)
- Obtains necessary signatures from the appropriate approval authority and the CPF.
  
- After approval:

- Arranges for Award Presentation in an appropriate setting
- Annotates date of the award and number of days in the REMARKS Section of the USAFE Form 202, Annual Leave Record which is maintained for each employee.
- Grants days off at employee's request (using USAFE Form 857 for request and approval. In remarks enter "Admin Leave for TOA dated\_\_\_\_\_").
- Ensures time off taken is properly documented (as admin leave) on daily time and attendance record for the employee (USAFE Form 591) and maintained on file for reference for the prescribed time period.

### **Approving Authority.**

- Reviews nominations.
- Approves award by signing the nomination memorandum and the certificate and submits both to 86 FSS/FSPCR for further validation and processing.

### **Civilian Personnel Flight**

- Validates employee's eligibility.
- Updates the personnel system to show a TOA.
- Forwards approved memorandum and certificate back to the recommending supervisor for presentation to the employee



**TOA Worksheet (Electronic Blank Form)**

**Justification (Sample Letter)**